



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement
45-2013

OPEN TO: All Interested Candidates
POSITION: Visitor Control Guard, FSN-04*; FP-AA** (Please refer to the position title or VA number in your application to be considered)
OPENING DATE: December 15, 2013
CLOSING DATE: December 29, 2013
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 578,564* (Grade 4)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

The U.S. Embassy in Algeria is seeking an individual for the position of Visitor Control Guard in the Regional Security Office.

BASIC FUNCTION OF POSITION

Serves as Visitor Control Security Guard at the Chancery and other Embassy buildings as needed and is responsible for the control of persons entering and leaving the facilities during normal office hours and at least one evening per week. Thoroughly searches individuals and vehicles entering US Government properties as necessary. Reviews identification and documentation of individuals seeking access to U.S. Government facilities.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school and two years of security experience is required OR no secondary school and five years of security experience.
- 2. Prior Work Experience:** Two years experience guard force, law enforcement, military service or a similar field is required.
- 3. Language Proficiency:** Level III English, French and Arabic is required.
- 4. Other criteria:** Must have a general knowledge of usual forms of identification for

Algerian Nationals. Familiarity of crowd control and contact with the public.

- 5. Other Skills and Abilities:** Must be capable of performing moderately arduous physical work and possess computing skills. Carry out other related duties as assigned..

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

CLOSING DATE FOR THIS POSITION: December 29, 2013

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Visitor Control Guard, Vacancy Announcement # 45-2013

Point of Contact: Human Resources Office

Fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**